

Hiring Solutions

Prevue Report

- Selection

Personal Development

Individual

Succession Planning

Working Characteristics

on

Ms. Sara Sample

regarding the position of

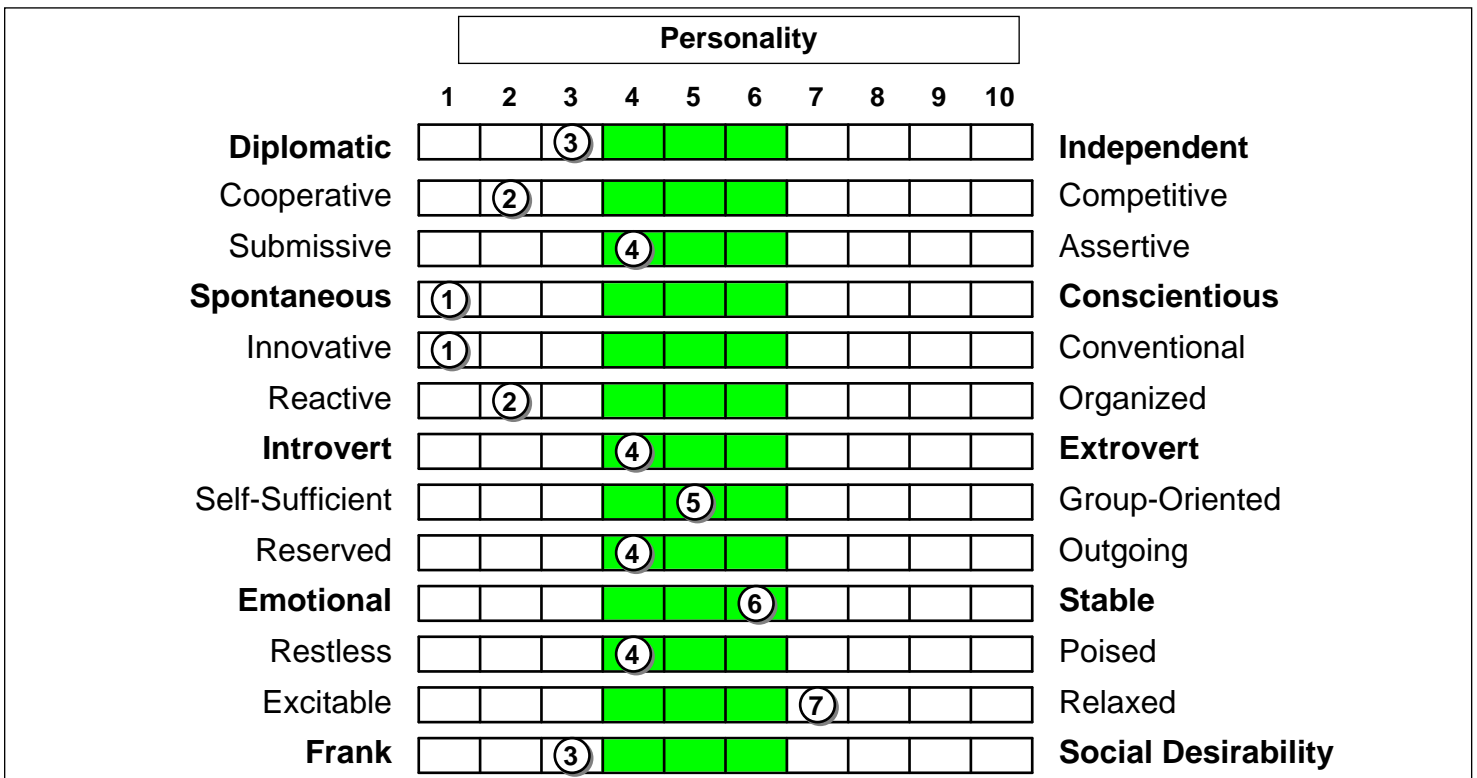
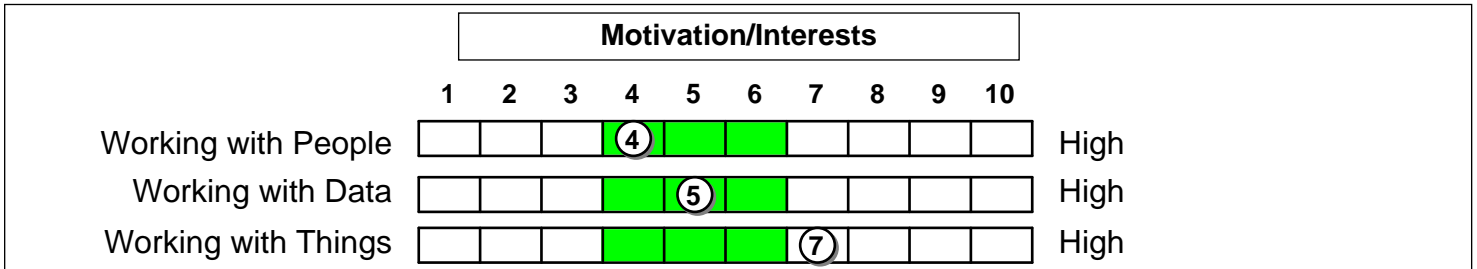
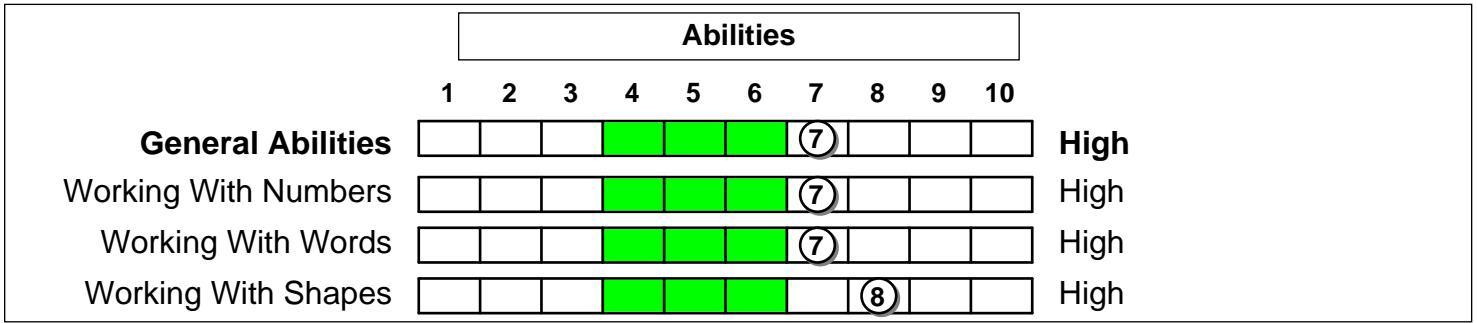
Sample



Prevue Benchmark

Sara Sample

Sample



A Prevue benchmark illustrates the required characteristics for this job as decided by management. The shadowed areas above graphically represent the benchmark for this Sample position. The number on each scale is Sara Sample's actual score. The following percentage reflects the degree of suitability of her scores when compared to this benchmark.

Prevue Job Suitability

The Prevue benchmark suitability should comprise not more than one-third of the selection decision process. The other aspects of the selection decision process, including the job interview, candidate history and background check, should be furnished by management.

Benchmark Suitability

73%

Planning the Interview

Your interview should be a formal meeting with the objective of assessing Ms. Sample qualifications for this Sample position. Planning for the interview should begin with an examination of any areas of confusion or concern identified in the previous steps in the selection process, including your review of her resume or reference checks. This background information, in conjunction with this report, will assist you in determining this candidate's overall suitability for this position.

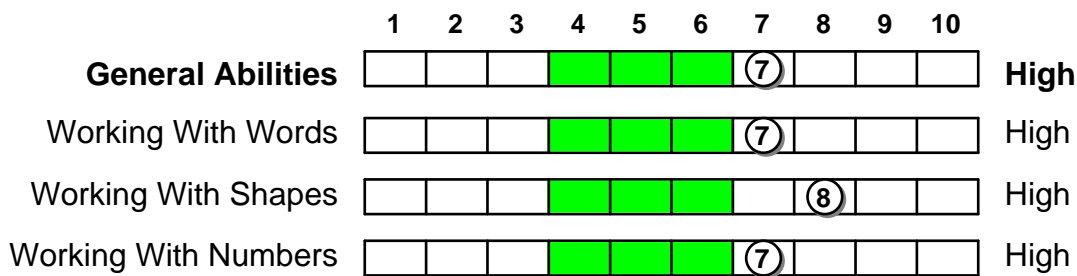
How to Use the Prevue Assessment in the Interview Process

Good hiring and promoting practices require that the personality traits, interests and abilities of job candidates should be matched to those required for the job for which the candidate is being considered. This can be accomplished by creating a Benchmark of the characteristics that your experience has confirmed are required for the job and that are evident in people who may have prior success in the job. The more closely Ms. Sample scores match the Benchmark, the higher is her suitability for that specific job. Scores that are off the Benchmark should provoke closer scrutiny.

Interview questions directed to specific on-the-job conduct will improve the selection process. In most cases you should customize these questions for this particular Sample position. Ms. Sample responses should be clarified with further behavioral questions until you are comfortable you can make a proper decision on her overall job suitability.

Areas Off the Benchmark

The following are areas where Ms. Sample did not match this Sample benchmark. A brief explanation of the score result and Benchmark is followed by suggested behavioral interview questions.



It will be evident that Ms. Sample does not fall within the Benchmarks for all of the dimensions of Abilities for this Sample position.

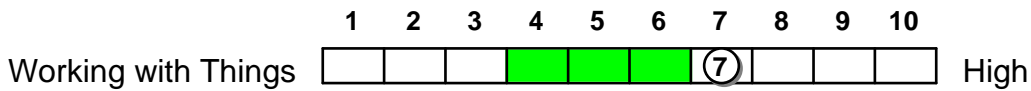
A score above any of the Abilities Benchmarks will not generally be detrimental to overall performance. However, consideration should be given to whether the position will provide sufficient challenge, stimulation and opportunity for Ms. Sample.

A score below any of the Abilities Benchmarks could be significant. Such results suggest Ms. Sample may have difficulty in quickly and effectively addressing and completing those aspects of the job where she is below the Benchmark.

The Interview

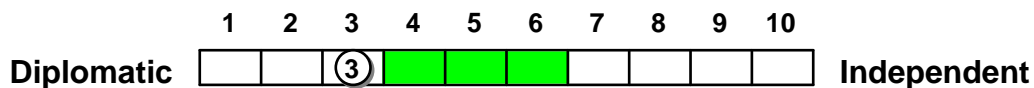
Sara Sample

Sample



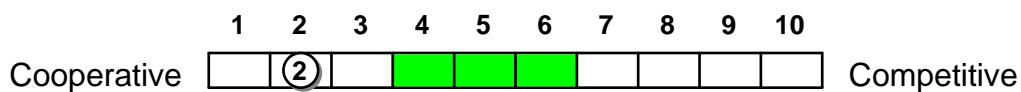
Ms. Sample expresses an average level of interest in work which deals with inanimate objects such as electronic devices, machinery, tools and equipment.

1. How often do you use a computer at work?
2. What is the one piece of equipment you couldn't work without? Describe its use.
3. Describe the last piece of equipment that you fixed.



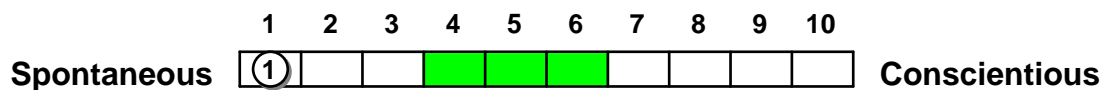
Ms. Sample is likely to be a considerate and cooperative person.

1. Describe a situation when you had to become the team leader. What did you think of that role?
2. Illustrate how you resolved the last customer dilemma you encountered.
3. How did you develop rapport with your coworkers on your last job?



Ms. Sample describes herself as a cooperative, non-competitive, team spirited person who enjoys the company of others.

1. Tell me about the last time you refused to change your mind.
2. Describe the best work you've done as part of a team.
3. Describe how you have exhibited a strong determination to meet your department's goals.



Ms. Sample is likely to be flexible and responsive to situations as they arise, and may produce creative and radical solutions to situations.

1. Describe what you have done in the past to make your job easier.
2. Explain the circumstances in which you have felt it necessary to overlook some policies or procedures because they got in the way of reaching a goal.
3. Your preference is to reach a solution in the quickest possible way. Describe a situation where this has been ineffective in meeting your goals.

The Interview

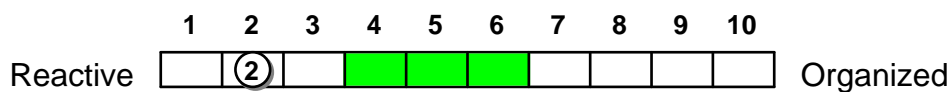
Sara Sample

Sample



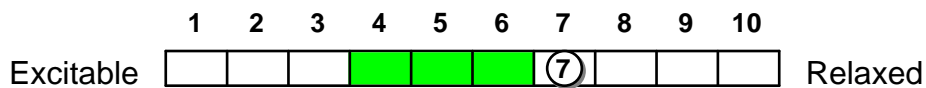
Ms. Sample sees herself as innovative and flexible.

1. Do you see yourself seeking new ways to solve work-related problems rather than following the traditional methods? Describe how your experiences have shown that approach to be more productive.
2. Explain please, what you do to make sure things don't get overlooked.
3. You describe yourself as creative and impulsive. Provide an example of the most unique solution that you have developed for a problem.



Ms. Sample regards herself as a creative, spontaneous person.

1. You feel you think best 'on your feet'. Describe a day that was totally chaotic and how you managed to get through it.
2. Explain your system of insuring that things do not get lost or overlooked.
3. Describe how much time you spend on planning and handling the small details in your work.



Ms. Sample sees herself as a person who is often calm and relaxed in response to most situations.

1. Describe the sort of things at work that cause you to become anxious.
2. Describe one occasion when your manager objected to the speed with which you started a project, and how you handled this.
3. Explain, by example, how you usually plan for your deadlines.

Total Person Description

Sara Sample

Sample

Note:

The Total Person is a combination of all the elements Ms. Sara Sample completed in her Prevue Assessment.

Ms. Sara Sample has superior spatial skills, coupled with above average skills with both numbers and words. She is best equipped for assignments that involve mental manipulation of shapes or objects. She will have no difficulty doing any work requiring visual imagery. She would also be quick to interpret and create multi-use graphs, to follow complex diagrams, to read blueprints, and to estimate space requirements. These tasks would allow Ms. Sample to make the most of her excellent spatial reasoning. She is also well able to do challenging numeric assignments such as working with complex spreadsheets and data tables. Her good ability with words means that moderately difficult paperwork and most writing assignments are well within her scope. With her versatile abilities, Ms. Sample should be good at problem-solving and information processing.

Ms. Sample has balanced, average interests in working with people and with data. She has more motivation to work directly with material objects such as tools or machinery. She is mechanically inclined and will prefer a hands-on approach whenever possible. If a practical solution is available, she may view the collection of further information as inefficient. Similarly, she may think that discussion with other people is a less effective method of problem-solving.

Ms. Sample sees herself as a cooperative and spirited team player who puts the team's goals ahead of her own aims. She will use persuasion and encouragement to pull others together and to achieve goals. She will generally avoid conflict but will be prepared to speak out when necessary. However, Sara Sample can be gently assertive in non-threatening situations and with familiar people. She is likely to be valued for her diplomacy, and to have a useful role as peacemaker or mediator. While she does not seek to be a leader, she might act alone if she feels the team is lagging.

Sara Sample is innovative and flexible, believing that rules can be interpreted loosely. She often seeks new ways to solve problems rather than following traditional methods. Being creative and spontaneous, she prefers to react to situations as they develop rather than to make detailed plans. She sees the overall picture rather than focusing on the details, and she is more concerned with getting the job done than how she does it. Her workspace is likely to be cluttered and untidy, and she would have to go against her own nature to do well in a structured organization with many rules, tight deadlines, and strict codes of behavior. Ms. Sample enjoys change and a shifting and unpredictable environment.

Sara Sample is easygoing and companionable, but her need for attention also varies with her mood and the circumstances. With familiar people, she will be conversational and outgoing, and sometimes she seeks to be the center of their attention. At other times, she would rather work anonymously. Her desires for privacy and for company are evenly balanced. As a team member, she will contribute readily, but she needs time alone to reflect on her efforts and plan her offerings. Most often, Ms. Sample will work unobtrusively, without drawing attention to herself or her efforts. She is not bored by routine tasks but she prefers some variety.

Total Person Description

Sara Sample

Sample

Sara Sample is sensitive to the emotions of others and herself, but this is kept in perspective. Certainly, inappropriate criticism can upset her equilibrium, but she is not bothered by the normal give and take of human relations. She is generally calm and, while aware of stress, she does not let it stop her from achieving her goals. Ms. Sample exemplifies an effective combination of emotional awareness without excessive vulnerability. She tolerates stress without being indifferent to it. Whether she is required to give a fast response to a crisis or methodical attention to a routine task, Ms. Sample will work well under most pressures.

Individual Traits

Sara Sample

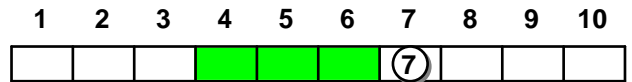
Sample

NOTE:

The individual traits on the following pages are descriptions of Ms. Sample's characteristics as determined by the Prevue Assessment. The 1 - 10 scoring scale used throughout the Prevue Assessment is called a sten scale. Sten simply means the standard tenth of a normal bell curve. Approximately 16% of the population would have sten scores in the 1 - 3, and 16% in the 8 - 10 ranges. The other 68% of the population will score in the middle ranges 4 - 7.

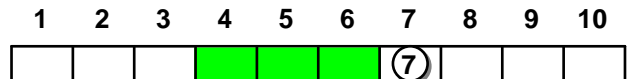
General Abilities

As Ms. Sample scored in the high average range, her learning faculty is reasonably quick and she will absorb new information with little difficulty. Changing job requirements should not affect her ability to perform.



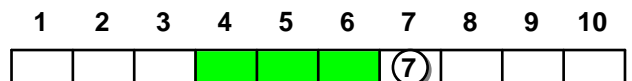
Working With Numbers

Sara Sample is in the high average range for Numerical Reasoning. This is typical of employees who are skilled and competent in reasoning with information derived from simple numbers.



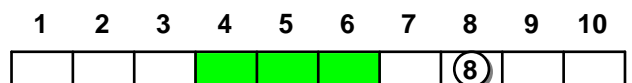
Working With Words

Ms. Sample is talented in using language as a vehicle for reasoning and problem solving. She demonstrates a good level of speed and accuracy when dealing with written language.



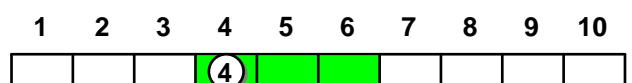
Working With Shapes

Ms. Sample has excellent reasoning abilities when dealing with information that involves mentally manipulating shapes and objects. She will feel at ease working with plans and diagrams and be able to relate working drawings and schematics to actual objects and products.



Working With People

Ms. Sample shows an average level of interest in work that involves dealing with people. She is likely to prefer employment that involves a degree of contact with others. However, she is unlikely to want interaction with other people to be the major function of her work.



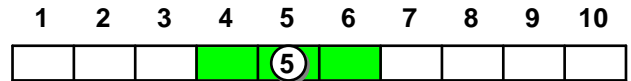
Individual Traits

Sara Sample

Sample

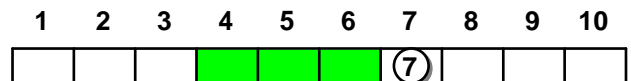
Working With Data

Ms. Sample has some interest in working with data. Such a person should be able to relate and balance this limited interest in data to those tasks in the job that require working with people or working with machinery and equipment. She would not necessarily feel the need to work with data to form the major part of her job.



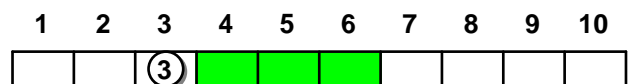
Working With Things

Sara Sample expresses an above average level of interest in work that deals with inanimate objects such as machinery, tools or equipment. Such people are likely to be interested in a hands-on approach to designing, managing or working with things.



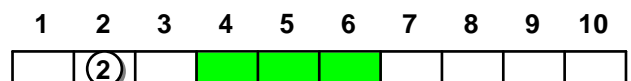
Diplomatic / Independent

Individuals like Ms. Sample are generally likable, diplomatic and good-natured. Sara Sample is a considerate and cooperative person, and is capable of pulling people together. She gets her way by encouraging and persuading others, rather than forcefully asserting her own views. She may skirt important issues to avoid conflict.



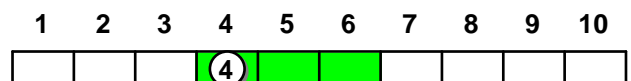
Cooperative / Competitive

Sara Sample describes herself as a cooperative, non-competitive person who is unlikely to be concerned about personally winning or losing. Such individuals are, for the most part, team players and enjoy cooperative ventures.



Submissive / Assertive

Sara Sample may be submissive, and avoids speaking out on issues. She seldom seeks leadership roles. In disputes, she will be willing to compromise.



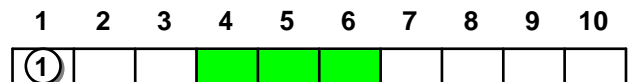
Individual Traits

Sara Sample

Sample

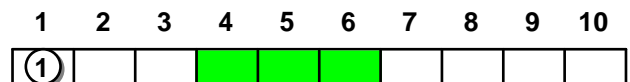
Spontaneous / Conscientious

Expect some measure of chaos as a part of the creativity and flexibility this individual brings to the job. While extremely spontaneous and innovative, Ms. Sample will have little regard for the traditional way of doing things. In fact, she will thrive in a creative, challenging situation, but may be unsuccessful in a highly structured and predictable environment. Such people tend to appear careless and not very well organized.



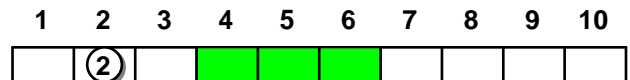
Innovative / Conventional

Ms. Sample sees herself as extremely innovative. She does not feel limited by traditional and accepted methods. Seeing new ways of doing things, she will reach solutions without being restricted by established rules.



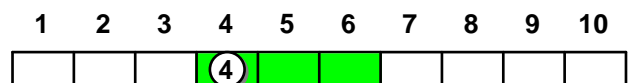
Reactive / Organized

She regards herself as a spontaneous person who reacts to events as they occur. She does not like to plan ahead, feeling that some degree of chaos is expected. Such people tend to feel stifled by too much planning and organization. She prefers to focus on the overall picture, while leaving the details to others. To others, she may appear somewhat disorganized.



Introvert / Extrovert

Sara Sample is often content to work alone. At times she may need an audience to stimulate her ideas. She would rather be in the company of a few close friends rather than part of a large social gathering. She often behaves in a quiet and reserved manner.



Self-Sufficient / Group-Oriented

While she is someone who occasionally enjoys a stimulating work environment, she requires time to reflect and enjoy her own company.



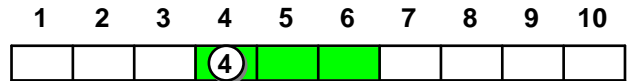
Individual Traits

Sara Sample

Sample

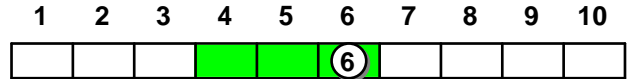
Reserved / Outgoing

Although she is comfortable in the company of others, she does not seek their attention. An individual like this can be talkative and outgoing in limited job situations.



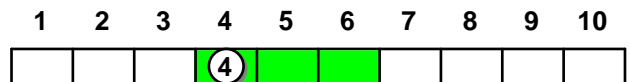
Emotional / Stable

In most situations, Sara Sample accepts people in a calm and stable manner. There will be circumstances when she becomes apprehensive and emotional, even wary about some people, particularly their motives. In general, she is secure in herself, remaining quite relaxed under moderate stress.



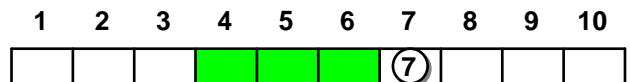
Restless / Poised

She has a tendency to get upset and irritated in difficult situations. Occasionally it is difficult for her to be objective and rational about situations in which she is personally involved.



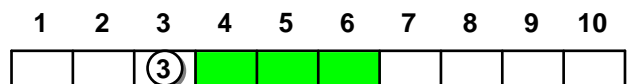
Excitable / Relaxed

Usually she is calm and relaxed in response to most situations. For the most part, such people are able to manage their problems without anxiety. It should not be difficult for her to cope with very demanding and high-pressure jobs.



Social Desirability

Individuals like Ms. Sample are fairly accepting of their own mistakes, and tend not to feel the need to deny them. Given this level of score, there is reason to believe that Ms. Sample has presented a reasonably frank picture of herself on the other scales.



VALIDITY INTRODUCTION:

- The rules for identifying patterns of responses in the Personality Section of the Prevue Assessment which might be "invalid" include systematic, but non-meaningful response patterns, omissions and excessive use of the "B" answer option. Systematic, but non-meaningful response patterns occur when the distribution of the responses differ from the norm and are considered unusual. The omission rule occurs if more than three responses are omitted in a given scale, making the results appear more average than they are. The "B" answer rule is affected by the total number of "B" responses selected. The candidate had the choice of an "A", "B", or "C" for every question in the Personality Section of the Prevue Assessment. The second option, the "B" choice, is always an unsure or in-between answer.

VALIDITY COMMENTARY:

- The total number of "B" responses chosen by the candidate in the course of completing the Prevue Assessment Questionnaire, including questions that were not answered, was 10.
- This number of "B" choices is within acceptable levels and the results of the Personality section of this report had meaningful response patterns. Therefore the data presented in this Prevue Assessment can be considered accurate and reliable.

BEST PRACTICE RECOMMENDATIONS:

- **Assessment Administration:** Best practice protocol recommends that assessments be administered to candidates in a controlled environment under the supervision of a proctor to ensure that:
 - The person who completes the Assessment is in fact the candidate;
 - A candidate's responses to the Assessment questions are not affected by collusion with others or by other actions that would invalidate the Assessment;
 - The supervisor is able to address unexpected conditions or problems affecting a candidate and to provide reasonable accommodation for candidates where required;

Where an Assessment is administered without the recommended supervision, the accuracy of the report cannot be guaranteed. If the report is a significant consideration in any final selection or other high stakes decision, you might wish to have the candidate retake the Prevue Assessment in a controlled environment;

For more information on the administration of the Prevue Assessment, please see "Administering the Prevue Assessment" in the Prevue User Guide posted at www.prevueonline.com.

- **Assessment Weighting:** The weight given to the Prevue Assessment in any human resource selection or other high stakes decision should not exceed one-third of the total process. The remainder of the process, including the candidate's work history, interview, background checks, etc., should be considered in association with the results of this report.
- **Ensure Fairness:** When properly administered, the use of the Prevue Assessment will help to ensure that applicants are treated fairly without regard to race, colour, religion, sex or national origin. The Prevue Assessment was designed and developed to conform with the human rights legislative and best practice requirements prevailing in the various countries where the Prevue Assessment is distributed. This includes the EEOC Guidelines, the Americans for Disabilities Act and the standards for test development and administration published by the American Psychological Association, the British Psychological Society and the Association of Test Publishers.